

SCHEDULING A CEREMONY IN SEATTLE PARKS



Event Scheduling Office
860 Terry Avenue North #134
Seattle, WA 98109

Reservation begins January 2, 2003.

Office: 206.684.4081
Fax: 206.684.4853

Seattle parks and gardens make gorgeous settings for outdoor ceremonies. There are quiet gardens, picturesque viewpoints, attractive open settings and cozy landscaped sites to choose from. An outdoor setting for a wedding, a commitment ceremony or vow renewal may be scheduled in almost any of our 400 parks.

Please remember that parks belong to everyone; no roping or otherwise isolating areas from general public use is allowed. The Park Code (SMC 18.12.257) prohibits alcohol in Seattle Parks. Details about park rules will be provided when you place a reservation.

It's easy to schedule a ceremony in a public park. The Event Scheduling Office is here to help you obtain a Ceremony Permit. Here's how to start:

1. Select a site. We encourage you to visit Seattle parks or gardens.
2. Call (206) 684-4081 to place a hold on a site. The two special gardens may be reserved on the first day of each new month, one year in advance. Reservations for all other park sites are accepted beginning the first working day of January.
3. The Event Scheduling Office will mail you an invoice for payment and a Permit Application. Both are *due within 14 days* of placing a hold on a site or the reservation will be canceled.
4. The Event Scheduling Office will review the Permit Application and discuss requirements for

your ceremony with you. Seattle Parks does not provide wedding planning services.

5. At least *30 days before your event* the Event Scheduling Office will call to confirm details and collect any required information and documents.
6. The Ceremony Permit will be prepared and sent to you 14 days before the event.
7. Remember, all fees are non-refundable.

2003 Fees and Charges: Outdoor park areas

\$350 for a Ceremony Permit at Kubota Garden or Parsons Garden

\$200 for a Ceremony Permit in other parks

- No events are scheduled in the Japanese Garden or Volunteer Park Conservatory
 - Applicable picnic fees may apply as well as \$20 per hour for a Park Attendant
 - Required for Kubota Garden or Parsons Garden
 - May be required for Large Ceremonies in a park
- \$15 per hour minimum for still photography permit; or \$30 per hour minimum for video permit
- Included in Ceremony Permit if taken at ceremony site; fee applies to second park site.

\$75 for a Catering Permit or a permit to use a second park.

\$60 late fee if permit is requested within 7 days of event.

Seattle Parks accepts Visa, MasterCard, American Express, checks, and cash
Fees are established by Seattle City Council and are subject to change without notice.

Anti-Discrimination

Seattle Parks and Recreation does not discriminate on the basis of race, creed, color, sex, marital status, sexual orientation, political ideology, age, religion, ancestry, national origin or the presence of any sensory, mental or physical disability. Discrimination complaints can be filed with Seattle Parks and Recreation Superintendent's Office or the Office of Equal

Employment Opportunity, US Department of the Interior, Washington, DC, 20240.

ADA Compliance

Within the limitations of each site, Seattle Parks and Recreation will, upon request, make accommodations for person with disabilities. Some social rooms, meeting rooms and gyms are barrier-free. Please contact facility staff directly to find out about the status of particular site. For further assistance please call (206) 233-7068. For information concerning the American with Disabilities Act, please call the Department's ADA Coordinator at (206) 684-4950.

To Help You With Your Planning

Special Information On Ceremonies

"Garden Ceremony" — Any event held at Kubota Garden or Parsons Garden.

1. An attendant is required
2. A site visit may be arranged with park staff as part of the Permit Application review.
3. Rehearsal times are always held on Thursday for duration of 45 minutes or less.
 - For Friday ceremonies — Thursday at 5:30 p.m.
 - For Saturday ceremonies — Thursday at 6:15 p.m.
 - For Sunday ceremonies — Thursday at 7:00 p.m.
4. Only one event will be scheduled for each day at these garden sites.
5. At Kubota Garden, the Kubota Terrace area of the park is the only area for set up of chairs or tents for ceremonies. All other areas of the Garden are "no set up allowed." Chemical toilets are available at the site.
6. At Parsons Garden, one chemical toilet is available during summer months only.

"Small Ceremony" — An event with less than 50 people. It may include a single simple canopy and chairs.

"Large Ceremony" — An event with more than 50 people and/or may include more than one canopy or tent, catering, live music, barbecues, etc. An attendant is usually required.

"City of Seattle Special Event" — A ceremony or special event which may require direct support from other agencies or departments such as Seattle Police, or Seatran. By ordinance, a different permit process is required.

Food Service: Your Ceremony Permit allows you to provide your own food or have a simple delivery to the site. Requests for catering, outdoor cooking, or barbecues requires additional staff review. All outdoor ceremony sites must be alcohol free.

Equipment: All delivery, set-up and clean-up must be completed during the time included in your Ceremony Permit. Plans for rental company deliveries, tent set-up, chemical toilets, dumpsters and special requests will require additional staff review. A Park Attendant may be required to monitor the park from start to finish.

Music: Your Ceremony Permit allows you to have recorded music for your event. Requests for any type of live music, amplified music or electrical service needs will require additional staff review.

Photographs: Your Ceremony Permit allows you to have photographs taken at the park you have reserved ONLY. Requests for photographs to be taken at a second park require additional staff review.

Site Considerations/General Rules:

- Your Ceremony Permit will indicate you accept the park in the condition found at the time of the event and will return it to the same condition at the conclusion of your event. You will need to remove your trash, decorations and flower petals; rice and confetti are not allowed. Decorations, if allowed, may be tied to trees. Please do not damage trees or plants. Nailing decorations to trees or cutting any plant is prohibited.
- Parks belong to everyone, and the park is open to the public at all times. No park may be closed to public access during a wedding or other ceremony.
- Seattle Parks cannot guarantee that parking will be available, but parking lots are available at some sites.
- The Park Code (SMC 18.12.257) prohibits alcohol in Seattle parks.
- Depending on the complexity of the event, other permits may be required from DCLU, Seattle Fire,

Health Department or City of Seattle Special Event Committee. The review of your Permit Application will allow Parks staff to help direct you through the process and possible requirements.

- All tents/canopies must be free standing/weighted only. Driving stakes into the ground is prohibited in all parks.

Special Gardens

Park Name and Location	Features and Amenities	Telephone	Max Capacity
Kubota Gardens 9817 55th Ave S	Interlaced with streams, waterfalls, ponds, bridges and rock outcroppings, this Japanese Garden offers a beautiful ceremony setting. Limited parking. Chemical toilet.	(206) 684-4081	200
Parsons Gardens 650 W Highland Dr	This small lovely garden is a hidden gem on Queen Anne's south slope. Pathways and arbor add to the ceremony ambience. Limited on-street parking. Chemical toilet in summer months.	(206) 684-4081	150

Speciality Sites

Park Name and Location	Features and Amenities	Telephone
Camp Long 5200 35th SW	Outdoor ceremonies with natural park settings or indoor event in rustic lodge with fireplace. Up to 100 people.	(206) 684-7434
Carkeek Park Environmental LC 958 NW Carkeek Park Rd	A rustic indoors setting, perfect for any weather. Near beach, creeks, trails with forested hills. Parking. Restrooms. Capacity 25.	(206) 684-0877
Jefferson Park Lawn Bowling 4103 Beacon Ave S	Lush green grass with indoor clubhouse rental opportunity. Capacity up to 50 people.	(206) 684-4951
Madison Beach House 1900 43rd Ave E	Historic Bathhouse set in a lovely, grassy park on Lake Washington. Restrooms. Capacity 90.	(206) 684-4736
Naval Reserve Building in South Lake Union Park 860 Terry Ave N	Indoor and indoor/outdoor celebrations at this historic maritime facility overlooking the south end of Lake Union. Several rooms; with capacity up to 1,200. www.cityofseattle.net/parks/reservation/slu.htm	(206) 684-7331
Pritchard Beach House 8400 55th S	Bathhouse with spacious, cheery room for events set in open grassy beach park on Lake Washington. Indoor restrooms. Capacity 120.	(206) 386-1925
Seattle Aquarium Pier 59 at Waterfront Park	Ceremonies held in display areas, including underwater dome during non-operating hours.	(206) 386-4300
Ward Springs Park Ward St and 4th Ave N	Adorable historic pump house in small neighborhood park. Capacity 50.	(206) 386-4240
West Seattle Golf Course Room 4470 35th SW	Gorgeous banquet room at West Seattle Golf. Capacity up to 440.	(206) 935-5187
Woodland Park Lawn Bowling 6018 Whitman Ave N	Lush green grass with indoor clubhouse rental opportunity. Capacity of 75.	(206) 684-4951
Woodland Park Rose Garden 600 N 50th St	One of two dozen certified American Rose Test Gardens in the US. At its striking full-bloom best the garden displays are spectacular! Parking. Restroom. Capacity 200.	(206) 233-7272

Park Sites: A few of the most popular sites from among our 400 choices!

Park Name and Location	Features and Amenities	Max Capacity
Bhy Kracke Park Bigelow N & N Comstock Pl	A three-tiered park with a view of Lake Union. Limited on street parking available.	150
Colman Park 1800 Lk Washington Blvd S	Shoreline setting with balcony/rail structure. Limited on-site parking. Nearby restroom.	200
Denny Blaine Park 200 Lk Washington Blvd E	A picturesque two-tiered park with a view of Lake Washington. Limited on street parking.	50
Discovery Park Near Chapel 36th W & W Government Way	Site next to the old Army chapel with southwest view of Puget Sound and Olympics. No decorations, food or setups allowed. Call (206) 386-4236 to coordinate site specifics.	35
Discovery Park North Bluff 4400 W Illinois St	Near Daybreak Star Center, a spectacular northern view of Puget Sound.	50
Don Armeni Park 1222 Harbor Ave SW	A waterfront park with a view of the city. On site parking is available. Nearby restroom.	200
Jose Rizal Park 12th S & S Judkins	A large picnic shelter with views of city, Puget Sound, and Olympic Mountains. On site parking. Restroom.	200
Gas Works 2101 N Northlake Way	A large picnic shelter, Lake Union and city. View. On-site parking. Restroom.	400
Hamilton Viewpoint 1531 California Ave SW	A picturesque view of Downtown Seattle and Elliott Bay. On site parking.	200
Kinnear Park 7th W & W Olympic Place	Views of Elliott Bay, lovely lawn, trees and shrubs. Restroom.	100
Licton Springs Park N 97th & Ashworth N	Cozy, fresh, and rustic with wooded glens. On-street parking. Restroom.	200
Lincoln Park 8011 Fauntleroy Way SW	Multi-purpose park with rocky beach, grassy forests and meadows with play and picnic areas. On site parking. Restroom.	50 - 200
Madrona Beach 853 Lk Washington Blvd E	A picnic shelter with Lake Washington view. On-site parking available. Restroom.	50
Magnolia Park 31st W & W Garfield	Picnic shelter which looks across Elliott Bay to the Olympic Mountains. On-site parking. Restroom.	200
Meridian Playground Meridian Ave N & N 50th St	A flowering Tilth garden, grass meadow, picnic shelter and gazebo. Limited on-street parking. Restroom.	100
Seward Park 5898 Lk Washington Blvd S	Wooded slopes and meadows on Bailey Peninsula. On-site parking. Restroom.	400
South Lake Union Park 860 Terry Ave N	Outdoor celebrations at the south end of Lake Union. (Also see Naval Reserve Building; specialty sites)	200
Washington Park Arboretum Lk Washington Blvd E	Beautiful parkland with 4,000 species of trees and shrubs. Several site limitations. No decorations, food, or setup allowed. Parking.	35
Westcrest Park SW Henderson & 8th Ave SW	Natural forest, lawns and ravines overlooking Duwamish valley. On site parking & restroom.	200

Indoor Community Center Rooms

Recreation Center	Address	Telephone	Max Capacity
Alki	5817 SW Stevens	(206) 684-7430	100
Ballard	6020 28th NW	(206) 684-4093	200
Bitter Lake	13035 Linden Ave N	(206) 684-7524	200
Delridge	4501 Delridge Way SW	(206) 684-7423	500
Discovery Park Environmental Learning Center	3801 W Government Way	(206) 386-4236	65
Garfield	2323 E Cherry	(206) 684-4788	400
Green Lake	7201 E Green Lake Dr N	(206) 684-0780	240
Hiawatha	2700 California SW	(206) 684-7441	275
High Point	6920 34th SW	(206) 684-7422	299
Jefferson	3801 Beacon S	(206) 684-7481	175
Langston Hughes Cultural Arts Center	104 17th S	(206) 684-4757	300
Laurelhurst	4554 NE 41st	(206) 684-7529	120
Loyal Heights	2101 NW 77th	(206) 684-4052	400
Magnolia	2550 34th W	(206) 386-4235	360
Meadowbrook	10515 35th Ave NE	(206) 684-7522	350
Miller	330 19th Ave E	(206) 684-4753	429
Montlake	1618 E Calhoun St	(206) 684-4736	295
Queen Anne	1901 1st W	(206) 386-4240	75
Rainier	4600 38th Ave S	(206) 386- 1919	800
Rainier Beach	8825 Rainier S	(206) 386-1925	150
Ravenna-Eckstein	6535 Ravenna NE	(206) 684-7534	400
South Park	8319 8th S	(206) 684-7451	376
Southwest	2801 SW Thistle	(206) 684-7438	175
Van Asselt	2820 S Myrtle	(206) 386-1921	75
Yesler	835 E Yesler Way	(206) 386-1245	191



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